

REQUEST FOR EXPRESSION OF INTEREST
SELECTION OF INDIVIDUAL CONSULTANTS

REQUEST FOR SERVICES TITLE: CONTRACT FOR AN IT EXPERT TO CONDUCT COMESA RIA IT RISK AND VULNERABILITY ASSESSMENT

1. **COMESA Regional Investment Agency (RIA)** is inviting Individual Consultants to submit their CV and Financial Proposal for the following services:

CONTRACT FOR AN IT EXPERT TO CONDUCT COMESA RIA IT RISK AND VULNERABILITY ASSESSMENT

The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Expression of Interest.

2. **Only Individual Consultants are eligible for this assignment**
3. The maximum budget for this assignment is **USD 3,000 for expert service/consultants' fees**. Proposals exceeding this budget will not be accepted.
4. Your Expression of Interest must be presented as per Expression of Interest Forms attached as Annex 2 to this Request for Expression of Interest, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.
5. Your application documents clearly marked and email bearing the subject "**CONTRACT FOR AN IT EXPERT TO CONDUCT COMESA RIA IT RISK AND VULNERABILITY ASSESSMENT**", should be emailed to the following address: admin@comesaria.org
with copy to: melkamhawy@comesaria.org
6. The deadline for submission of your application, to the address indicated in Paragraph 5 above, is:
10 OCTOBER 2022 AT 16:00 hours
7. Your CV will be evaluated against the following criteria.

| | Criteria | Maximum points allocated |
|----------|------------------------|---------------------------------|
| 1 | General qualifications | 20 |

| | | |
|---|-----------------------------|------------|
| 2 | Adequacy for the assignment | 60 |
| 3 | Experience in the region | 20 |
| | Total | 100 |

8. Your proposal should be submitted as per the following instructions:

(i) PRICES:

The financial proposal shall be inclusive of all expenses deemed necessary by the Individual Consultant for the performance of the contract.

(ii) EVALUATION AND AWARD OF THE CONTRACT:

Expressions of Interest determined to be formally compliant to the requirements will be further evaluated technically.

An Expression of Interest is considered compliant to the requirements if:

- It fulfils the formal requirements (see Paragraphs 2,3,4,5,6 and 7 above),
- The financial proposal does not exceed the maximum available budget for the contract.

The award will be made to the applicant who obtains the highest technical score. Expressions of Interest not obtaining a minimum score of 70% will be rejected.

(iii) VALIDITY OF THE EXPRESSION OF INTEREST:

Your Expression of Interest should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 6 above.

9. The assignment is expected to commence within two (2) weeks from the signature of the contract.

10. Additional requests for information and clarifications can be made until 7 working days prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity: **COMESA Regional Investment Agency (RIA)**

Contact person: **Maged EIKamhawy**

E-mail: melkamhawy@comesaria.org;

The answers on the questions received will be sent to the Consultant and all questions received as well as the answers to them will be posted on the COMESA Secretariat's website at the latest 3 working days before the deadline for submission of applications.

ANNEXES:

ANNEX 1: Terms of Reference

ANNEX 2: Expression of Interest Forms

Sincerely,

Name: Maged ElKamhawy

Title: Admin and Finance Officer

Date: 28 September 2022

ANNEX 1: TERMS OF REFERENCE

TERMS of REFERENCE TO CONDUCT COMESA RIA IT RISK AND VULNERABILITY ASSESSMENT

1. BACKGROUND

COMESA REGIONAL INVESTMENT AGENCY (COMESA RIA)

COMESA Regional Investment Agency was launched in 2006 to promote COMESA Member States and to increase awareness on their investment incentives, opportunities, legislation, practices, major events affecting investments and other relevant information in view of attracting FDI for the sustainable economic development of the COMESA region, in particular infrastructure development.

The objectives of RIA set-out in COMESA RIA's Charter are as follows:

- To make COMESA one of the major destinations for regional and international investors while simultaneously enhancing national investment; and
- To carry out other activities in the area of investment promotion, facilitation and advocacy in conformity with the COMESA Treaty.

Moreover, in terms of functions, the Charter mentions the following specific responsibilities:

- Gather and disseminate information including creation and maintenance of a database and website. RIA will collect and disseminate, through publications and its website, detailed information on policies affecting the business environment, cost of doing business, investment procedures, investment opportunities and other relevant information in Member States.
- Identify and promote investment opportunities, with special focus on projects with regional impact; RIA shall identify and promote infrastructure projects and other investment projects with regional impact.
- Provide training and development support for National Investment Promotion Agencies in Member States and facilitate capacity building programmes at a regional level.
- Support the improvement of the national investment environments in Member States by identifying best practices. RIA shall identify constraints in the investment environment of Member States and make recommendations as appropriate for their removal.
- Promote COMESA as a common investment area; RIA will proactively promote the COMESA and Common Investment Area through several activities including image-building activities abroad, investment missions, website, advertisement and tailor-made public relations programmes.

Beyond what is stated in its Charter, COMESA RIA's goals since its inception have been to promote the COMESA region as an attractive investment destination, avail in-depth economic information, data and statistics to potential regional and international investors, and to build the capacity of COMESA Member States Investment Promotion Agencies (IPAs) to attract investment.

Whereas COMESA RIA's main stakeholders are COMESA Member States' IPAs as reflected in its Board of Director composition, COMESA RIA's main targets have been private sector and main final beneficiaries the general COMESA population.

An important mandate of the Agency is to encourage intra-agency collaboration through identifying successful business models adopted by COMESA National Investment Promotion Agencies (NIPAs) and seek various means to encourage sharing such models among other NIPAs and promote peer-to-peer learning. The desired impact is to enhance collaboration and experience sharing between officials responsible for promoting and attracting FDIs into the region and its individual Member States.

The COMESA Region

COMESA is Africa's largest Regional Economic Community. It was notified as a Regional Trade Agreement (RTA) to the World Trade Organisation under the Enabling Clause on 29th of June 1995. As of 2019, COMESA became a fully functioning free trade area. The COMESA Common Investment Area (CCIA) was launched in 2007 and its Customs Union in 2009, both of which are yet to be operational. Moreover, COMESA is working towards becoming a Common Market and a full Economic Community. COMESA is one of the eight regional economic communities recognised by the African Union as the building blocks of the wider African Economic Community, and of the Continental Free Trade Area which was launched in June 2015.

COMESA Member States

Burundi, Comoros, DR Congo, Djibouti, Egypt, Eritrea, Eswatini, Ethiopia, Kenya, Libya, Madagascar, Malawi, Mauritius, Rwanda, Seychelles, Somalia, Sudan, Tunisia, Uganda, Zambia, and Zimbabwe.

RATIONALE FOR THE ASSIGNMENT

2. SCOPE AND FOCUS

Overall objective

COMESA RIA focuses on ICT and digital tools to promote the COMESA Region and the COMESA Members States as favorable investment destinations. In that context, RIA has created a database and website to maintain and disseminate information and policies affecting the trade and investment environment, cost of transacting business, trade procedures, investment procedures, investment and trade opportunities, and other relevant information in the Member States.

Given the breadth of COMESA RIA's activities that focus on ICT tools, COMESA RIA seeks to hire an IT Expert to conduct COMESA RIA IT Risk, which includes identifying, classifying, and prioritizing security vulnerabilities in IT infrastructure.

Scope of Work:

- Host-based assessment: Locate and identify vulnerabilities, configuration and optimizations in web host server(s), workstations, and other network hosts.
- Database assessment: The assessment of databases for vulnerabilities and misconfiguration, identifying insecure dev/test environments, and classifying sensitive data to improve data security.

3. DELIVERABLES

Expected deliverables are as follows:

- A comprehensive report identifying issues and the recommended action(s) for remediation.
- Fixing part of/ all the identified issues up to the maximum project budget.

4. REQUIREMENTS

The assignment will require a high-level strategy consultant with the following qualifications and skills

- Minimum 10 years of experience in the field of web development.
- Provided examples of previous relevant work.
- A comprehensive understanding of best practices for security of a Wordpress based website.
- Excellent command of backend web programming languages (Javascript, PHP, MySQL, HTML, CSS, etc.)

5. Place of Assignment:

Home based, flexible, provided that consultant has reliable access to virtual facilities (skype/teams calls, WhatsApp, Zoom, and video conferences) and reliable internet connection.

6. Supervision and Reporting:

- i. It is expected that the team of consultants work under the close supervision of the COMESA RIA, providing regular, unsolicited updates, and responding promptly and flexibly to the needs and demands of COMESA Structures and the corresponding timelines. It is expected that the team is available at short-notice for this project and is able to accommodate short-notice changes to either timelines or travel needs. Overall reporting will be to Director of Trade and Customs.
- ii. All reports shall be in electronic format in MS Word, Excel or PowerPoint as the case may be.

Duration

The tasks will be carried out over 30 days.

ANNEX 2: Expression of Interest Forms

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A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT

REQUEST FOR SERVICES TITLE: CONTRACT FOR AN IT EXPERT TO CONDUCT COMESA RIA IT RISK AND VULNERABILITY ASSESSMENT

[Location, Date]

To: COMESA Regional Investment Agency (RIA)

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the **CONTRACT FOR AN IT EXPERT TO CONDUCT COMESA RIA IT RISK AND VULNERABILITY ASSESSMENT** in accordance with your Request for Expression of Interest dated [insert date] for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements.

I hereby declare that all the information and statements made in my CV are true and accept that any misinterpretation contained in it may lead to my disqualification.

My proposal is binding upon me for the period indicated in Paragraph 9(iii) of this Request for Expression of Interest.

I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 10 of the Request for Expression of Interest, and to be available for the entire duration of the contract as specified in the Terms of Reference.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [In full and initials]: _____

Name and Title of Signatory: _____

C. FINANCIAL PROPOSAL

REFERENCE NUMBER: CONTRACT FOR AN IT EXPERT TO CONDUCT COMESA RIA IT RISK AND VULNERABILITY ASSESSMENT

Please insert your Total Financial Offer in figures.

| | |
|------------------------------|---------|
| TOTAL FINANCIAL OFFER | USD ... |
|------------------------------|---------|

Signature [*In full and initials*]: _____

Name and Title of Signatory: _____